Templates for hosting an Annual General Meeting

Basic terms:

‘**Agenda**’ is the document which specifies what discussions are intended to take place at the meeting.

‘**Constitution**’ is the document that outlines the rules that specify how the club must operate.

‘**Minutes**’ are the written recording of who was present, what was discussed and what was decided at the meeting.

‘**Motion**’ is a formal proposal submitted to the club. If accepted, the club should endeavour to undertake the action described in the motion. If the motion was an opinion and had no action requested, the motion becomes the official opinion of the club on that matter. Each motion needs a mover, seconder and a vote to determine whether or not it is accepted.

‘**Mover**’ is the primary person in favour of a motion. This is ordinarily the person who requested that the motion be submitted in the Agenda.

‘**Seconder**’ is the secondary person in favour of a motion. A seconder is required before a motion is discussed as it emphasises that more than one person is in favour of the motion.

Annual General Meeting agenda template for Financial Clubs

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| Estimated time | Agenda items |
| 00:00 | Members arrive, names of those in attendance recorded |
| 00:05 | Welcome to members and introduction of any special visitors |
| 00:07 | Appointment of minute-taker for the duration of the meeting. |
| 00:10 | Discussion of the proposed constitution, outline of key features |
| 00:15 | Motion to accept the proposed constitution as the constitution of the ClubText of the motion: “The Enter your club name here accepts the proposed constitution” |
| 00:20 | Motion to affiliate with Flinders University Student AssociationText of the motion: “The Enter your club name here agrees to financially affiliate with the Flinders University Student Association and agrees to all requirements of financial affiliation” |
| 00:25 | Election of Officers/Executive Committee 1. Accept nominations for all of the positions.
2. Appoint a Returning Officer, someone who is not a candidate, to count the vote.
3. Vote to elect all executive members of the club.
4. Motion to accept the new executive members.
5. Gather the names and contact details of all of the new executive members.
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| 00:45 | Motion to open an NAB Community Fee Saver Account on behalf of the club and assign the President and Treasurer as the signatories of the club.Text of the motion: “The Enter your club name here agrees to establish a NAB Community Fee Saver bank account.The signatories for the account shall be:* President’s Name, President.
* Treasurer’s Name, Treasurer.”
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| 0:50 | General Business/Planning of events |
| 1:00 | Close of Meeting |

Annual General Meeting minutes template for Financial Clubs

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| Actual Time | Items |
| 00:00 | **Meeting Opened** |
| 00:00 | **Attendance:*** List the attendees here.
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| 00:05 | **Welcome to members and introduction of any special visitors*** List any special visitors here.
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| 00:07 | **Appointment of minute-taker for the duration of the meeting.*** State the name of the minute taker who was appointed.
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| 00:10 | **Discussion of the proposed constitution, outline of key features*** List all of the key points of discussion.
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| 00:15 | **Motion to accept the proposed constitution as the constitution of the Club**Motion: “The Enter your club name here accepts the proposed constitution” |
| 00:20 | **Motion to affiliate with Flinders University Student Association**Motion: “The Enter your club name here agrees to financially affiliate with the Flinders University Student Association and agrees to all requirements of financial affiliation”Mover: Write the name of the primary person in support of the motion.Seconder: Write the name of the secondary person in support of the motion.Motion Carried / Failed. (Whether or not the club supported the motion) |
| 00:25 | **Election of Officers/Executive Committee** 1. Nominations: List each position and the names of those who nominated.
2. Returning Officer: Note who was appointed as the Returning Officer..
3. Elected Members: List who was elected to each position..
4. Motion: The Enter your club name here accepts and welcomes the elected members as the new members of the executive.

Mover: Write the name of the primary person in support of the motion.Seconder: Write the name of the secondary person in support of the motion.Motion Carried / Failed. (Whether or not the club supported the motion) |
| 00:45 | **Motion to open an NAB Community Fee Saver Account on behalf of the club and assign the President and Treasurer as the signatories of the club.**Motion: “The Enter your club name here agrees to establish a NAB Community Fee Saver bank account.The signatories for the account shall be:* President’s Name, President.
* President’s Name, Treasurer.”

Mover: Write the name of the primary person in support of the motion.Seconder: Write the name of the secondary person in support of the motion.Motion Carried / Failed. (Whether or not the club supported the motion) |
| 0:50 | **General Business/Planning of events*** List all key discussion points.
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| 1:00 | **Close of Meeting** |